

**Adult & Community Education, Columbus City Schools
Maintaining/Replacing or Disposing of Obsolete Equipment Plan
Council on Occupational Education Standard 5**

Objective

To provide and utilize a plan for maintaining, replacing, and disposing of obsolete equipment

Purpose

This plan will help ensure that Adult & Community Education, Columbus City Schools appropriately maintains, replaces, and disposes of obsolete equipment used by students and faculty in its educational programs, per Columbus City Schools Board of Education policy described in this plan.

Council on Occupational Education

This plan helps meet criteria for COE Standard 5, Objectives 5-1 and 5-2.

Implementation of Maintaining, Replacing, and Disposing of Obsolete Equipment Plan

The ACE Operations Coordinator is responsible for implementation of the Maintaining/Replacing or Disposing of Obsolete Equipment Plan.

Strategies Used to Facilitate the Maintaining, Replacing, and Disposing of Obsolete Equipment Plan

- **Maintain equipment**
Columbus City Schools Help Desk staff services, configures, deploys, and installs equipment. An on-site Information Technology staff member provides technical support.
- **Replace obsolete equipment**
Instructional equipment is supported by the ACE budget. Purchase orders are approved by the administrator and processed by the Purchasing Department for the acquisition of equipment and other resources.
- **Dispose of Obsolete Equipment**
Obsolete fixed assets, such as computers, are removed by Columbus City Schools, using the Delivery Services Work Request & Fixed Asset Inventory Control form.

Procedures

Systems are in place for purchase of equipment, including during emergencies, to assure the acquisition and/or repair of equipment and purchase/storage of instructional supplies. Procedures include the following:

- **Purchase orders**
Most purchases of Columbus City Schools' equipment and instructional supplies are done through the purchase orders, following district guidelines. However, in an emergency the CCS Purchasing Requirement Summary stipulates that "urgent necessity may eliminate the need to complete these steps."
- **Columbus City Schools – Hudson Distribution Center**

The CCS has a warehouse and distribution center which stores and disposes of excess fixed assets. ACE or other schools have ready access to this inventory for loan or re-deployment.

- **Petty Cash**

The CCS provides for the utilization of a petty cash fund, up to \$100.00 per vendor, per day, to be used to purchase instructional supplies.

- **Repair of Equipment**

The CCS Help Desk is primarily responsible for repairing ACE equipment. An ISS Field Services staff member is scheduled weekly to provide IT services for ACE. Help Desk procedures also allow for emergency repair requests to be escalated and expedited accordingly.

- **Storage**

Instructional supplies are stored in classrooms, labs, and designated storage rooms in the facility.

Annual Plan Evaluation

The Maintaining/Replacing, or Disposing of Obsolete Equipment Plan will be reviewed no less than annually by the Director of Adult Education, the Operations Coordinator and other appropriate ACE staff and revised as necessary.